

Bylaws

Northeast Minnesota Emergency Communications Board (ECB)

Submitted by

Northeast Minnesota Regional Advisory Committee

ARTICLE I NAME

As provided in the Joint Powers Agreement creating this board it shall be named **the Northeast Minnesota Emergency Communications Board** (hereinafter Board).

ARTICLE II PURPOSE

The purpose of the North East Minnesota Emergency Communications Board is to provide for regional administration of emergency services related functions including but not limited to:

- A. Establishing a regional radio board pursuant to Section 403.39 to implement, maintain and operate regional and local improvements and enhancements to the statewide, shared, trunked radio and communication system and to collectively prepare and administer a plan which provides for the installation, operation and maintenance of local and regional enhancements to the Statewide Public Safety Radio and Communication System known as Allied Radio Matrix for Emergency Response (hereinafter ARMER).
- B. To the extent permitted by law, encourage the development of new resources and coordination of regional and sub-regional emergency services to efficiently and cost effectively respond to emergency situations and provide a high level of public safety throughout the region.
- C. Provide a governance structure for the operation and administration of shared emergency response services on both a regional and sub-regional basis that will enhance, improve and provide for efficient and cost effective delivery of public safety services throughout the region.
- D. Coordinate Emergency Management activities, consistent with the Minnesota Emergency Management Act of 1996, Minnesota Statute Chapter 12, between and among local units of government within HSEM Region 4.

ARTICLE III MEMBERS

1. Membership. The membership of the Northeast Minnesota Emergency Communications Board shall be governed by the Joint Powers Agreement between the parties.
2. Board members and alternates. Each party to the Agreement creating the Northeast Minnesota Emergency Communications Board shall appoint a Board Member and may appoint an alternate to serve in the absence of the appointed member, as provided by the Joint Powers Agreement.
3. Notification of changes. Each party to the Agreement creating the Northeast Minnesota Emergency Communications Board shall notify the Chairperson of the Board following any changes to appointed members.

ARTICLE IV OFFICERS

The officers, their term and selection process shall be as provided in Article II, Section 3, Subdivision 1 of the Joint Powers Agreement creating the Northeast Minnesota Emergency Communications Board.

ARTICLE V BOARD MEETINGS

1. Meeting schedule. The Northeast Minnesota Emergency Communications Board shall meet at least twice annually as provided in the Joint Powers Agreement forming the Board. The Board shall meet at the beginning of each calendar year on a date selected by the Chair and approved by the Executive Committee to review operations and elect officers to serve for the calendar year. This meeting shall be scheduled before February 15 of each calendar year. The Board is also required to meet during the month of June each calendar year to review operations and approve a proposed budget for the next operating year. The Board shall adopt a regular meeting schedule for the twelve (12) month period following the first meeting of the calendar year that shall provide for meetings at least quarterly.
2. Meeting cancellation. Regular meetings may be cancelled by the Chair upon agreement by a majority of the members. Notice of such cancellation shall be provided as far in advance of the scheduled meeting as possible, but not less than 48 hours.

3. Meeting location. The Board shall make every reasonable effort to provide for meetings throughout the region represented by the Board. Locations shall be clearly specified in the schedule of Board meetings adopted by the Board. All meetings shall be held at public facilities that provide for adequate space and access to properly conduct public meetings.

4. Quorum. Except as provided in Article II, Section 3, subdivision 4 of the Joint Powers Agreement, a simple majority of the membership shall constitute a quorum.

5. Meeting Materials. The agenda and related materials for each Board meeting shall be established, published and caused to be sent by the Chair. These materials shall be electronically disseminated to the Board members no later than 5:00 p.m. on the Friday immediately preceding the scheduled meeting.

All pertinent information and requests to be included in the meeting materials must be submitted to staff by the appropriate Committee Chairs no later than 5:00 p.m. on the Wednesday immediately preceding a scheduled meeting.

The agenda and supporting material shall be distributed electronically, unless other arrangements have been made. Notification that the materials are ready to be viewed will be made to all members.

At the beginning of a regular meeting any member may move to amend the published meeting agenda. The agenda and supporting material may be distributed electronically.

6. Regular meetings of the Board will be conducted in the following order: • Call to order • Motions, if any, by members to amend the published agenda; • Approval of the minutes of prior meeting(s); • Reports by standing committees; • Updates from members; • Special reports; • Old business; • New business; • Other business; • Adjourn.

7. Upon the request of any Board member, immediately preceding a vote by the Board, the Recording Secretary shall repeat the motion, name of the person making the motion and the name of the person who has seconded the motion. Any Board member may request to have their vote entered in the minutes.

8. Special Meeting. Special meetings of the Board may be called by the Chair with the consent of a majority of the Board. Notice of special meetings shall include the date, time, place and agenda and be sent to Board members and posted on the official Website (www.mnecb.org) at least five calendar days prior to the meeting. Electronic transmission of meeting notice and agenda shall be sufficient. Business at special meetings shall be limited to the subjects listed in the published agenda.
9. When a member/designee and their alternate are present at a regular meeting or committee meeting, only the member is to be seated at the meeting table.
10. When a member/designee and their alternate are present at a regular meeting or committee meeting, only the member may cast votes and be recorded in proceedings.

ARTICLE VI COMMITTEES

1. The Joint Powers Agreement provides for the creation and defines the duties and membership of the following committees:
 - Northeast Minnesota Regional Advisory Committee (RAC)
 - Northeast Minnesota Regional Radio System User Committee (Users)
 - Northeast Minnesota Owners and Operators Committee (O&O)
 - Other Special Advisory Committee formed pursuant to the provisions of the Joint Powers Agreement
2. Each of the required committees provided in the Joint Powers Agreement shall adopt by-laws for their operation. Following adoption by the committee the by-laws shall be submitted for approval by the Board.
3. In addition to the committees provided in the Joint Powers Agreement the Board may establish committees and advisory bodies to assist the Board in performing its duties and responsibilities. Except as provided in the Joint Powers Agreement for the required committees the Board shall have sole discretion in the appointment or process of appointment of committees and advisory bodies. Membership on committees and advisory bodies is not limited to existing Board members but may include subject matter experts as determined by the Board. The Board shall endeavor to appoint an existing Board member to serve as the Chairperson of each committee or advisory body so created when compatible with the function or purpose of the committee or advisory body.

4. Committee Meetings. Except for those committees required by the Joint Powers Agreement who shall adopt by-laws for their governance, the time and place for committee meetings shall be determined by the committee chair and the procedures for notice, cancellation, quorum, rules of order and the conduction of business at committee meetings shall be the same as those for meetings of the full Board.
5. Board members other than those serving on the committee may attend and participate in committee debate but may not cast votes or be counted for the purpose of making a quorum.

ARTICLE VII RULES OF ORDER

Unless otherwise specified, the latest edition of Robert's Rules of Order will prevail in Board or Committee proceedings.

ARTICLE VIII AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present representing a quorum, after a 10-day notice to Board members setting forth in detail the contents of the proposed amendment(s).

ARTICLE IX EXECUTION

All parties need not sign the same copy. Each Party hereto has read, agreed to, and executed this Agreement on the date indicated.

In Witness Whereof, the officers indicated below of the Parties to this Agreement have signed this Agreement by authority of their respective governing bodies. (See the following signature pages.)

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

AITKIN COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

CARLTON COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

CASS COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

COOK COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

CROW WING COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

ITASCA COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

KANABEC COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

KOOCHICHING COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

LAKE COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

PINE COUNTY

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

ST. LOUIS SHERIFF'S OFFICE

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

CITY OF DULUTH

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

CITY OF HIBBING

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

CITY OF INTERNATIONAL FALLS

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

CITY OF VIRGINIA

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

GRAND PORTAGE BAND OF CHIPPEWA

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

LEECH LAKE BAND OF OJIBWE

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

MILLE LACS BAND OF OJIBWE

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name

BYLAWS

Signature Page

North East Minnesota Emergency Communications Board (ECB)

NORTHEAST EMERGENCY COMMUNICATIONS BOARD (NEECB)

Chairperson of County Board Signature

Auditor/Administrator Signature

Printed Name

Printed Name

County Attorney Signature

Date

Printed Name